

Company Name: Southern Energy Management

Job Title: Builder Services Coordinator

Location: Raleigh, NC

Full-time or Part-time: Full-time

Type of Position: Employee

Compensation: SEM offers competitive salaries and an outstanding benefits package to full-time team members.

Benefits: Paid Leave Health Insurance Dental Insurance Worker's Comp Insurance Vision Insurance

Other Benefits:

Start Date: Flexible Start Date please speak with the hiring manager regarding this matter

How to Apply: Apply online at: <https://www.fitzii.com/apply/54085?s=c42>

Deadline to Apply: March 20, 2021

Is it ok for candidates to contact you? No

Contact Name: Debi Holt

Contact Email: debi@southern-energy.com

Contact Phone: (919) 836-0330

Job Description:

Southern Energy Management (SEM), a mission-driven B-Corp and leader in energy efficiency and renewable energy, is currently seeking a full-time Builder Services Coordinator to support our Builder Services Team. The Builder Services division is one of the nation's largest providers of energy efficiency consulting, who work with over 200 residential builders in NC and SC.

This position serves our Builder Services Team ensuring our builders and developers are receiving a final product that meets SEM's high standard of quality while meeting production goals. This is a great opportunity to learn a wide range of skill-sets focused on sustainable and energy efficient construction, while supporting a mission driven company. This person needs to be extremely organized, paying attention to detail with the ability to manage time efficiently and work independently.

We are looking for a strong team player, with excellent communication skills who is positive and enthusiastic, driven to succeed, and with a strong commitment to sustainable energy and business practices.

During Covid, this person needs to be able to work remotely, whose first instinct is to take action. A self starter who can self manage their work, can identify and solve issues, and who looks to communicate with their team in a remote setting. [our office is currently open on an as-needed basis]

We want a person who wants to be part of an experienced and talented team. We are a forward thinking team, who change as our needs arise; the candidate needs to be flexible in their duties as we may ask them to take on new accountabilities as opportunities arise. We want a go getter who wants us to be better than we are today.

ACCOUNTABILITIES

- Navigate a variety of builder portals, who can self learn their structure and find answers needed to be successful in setting up jobs for scheduling
- Ensure the data collected by our team of Building Performance Field Technicians and Analysts is prompt and accurate
- Analyze and report on their work using excel or google sheets; pivot tables and graphing abilities are desired.
- Administrative duties may include managing our email system, and updating our online platforms with provided information.
- We will certainly ask this person to take on new accountabilities as our team's needs call for them.

Qualifications:

- Passion for sustainability, clean energy, and energy efficiency; wants to be part of a b-corp company.
- Experience in the construction industry is a plus
- Excellent communication skills - both verbal and written. (humor a big plus)
- Friendly, outgoing, and enthusiastic attitude
- Excellent organizational, time management and problem-solving skills.
- Ability to maintain one's own schedule and tasks independently.
- Exceptional attention to detail
- Proficient in Microsoft Office and Google Suites and the ability to navigate web-based platforms
- Fast and accurate data entry
- Strong ability to multi-task and mitigate unexpected interruptions within tight deadlines
- Flexible, eager to learn and willing to do whatever it takes to make each project and our team at Southern Energy Management successful
- Experience using online project management platforms like ASANA